

Duties of the School Resource Officer

210.1 DUTIES OF THE SCHOOL RESOURCE OFFICER

Agency Content NYSLEAP - 8.4 - 2.2

(a) General duties

1. The School Resource Officer is a patrol officer assigned to the School Resource Officer Unit of the Auburn Police Department. He/she reports directly to the sergeant in charge of the School Resource Officer Program. He/she will act as a community law enforcement resource for the students, parents and staff of the Auburn Enlarged City School District while engaging in activities that promote safety, security and well-being of students and staff.

(b) Specific duties

1. Abide by Auburn School Board policies and shall consult with and coordinate activities through the school principal but shall remain fully responsive to the chain of command of the Auburn Police Department in all matters relating to employment and supervision as a police officer.
2. Establish and maintain a professional liaison between the Auburn Police Department and school personnel.
3. Develop expertise in presenting various subjects, particularly in meeting federal and state mandates in such areas as drug abuse prevention and violence prevention and shall provide these presentations at the request of school personnel in accordance with the established curriculum.
4. Encourage individual and small group discussions about law enforcement related matters with students, faculty and staff.
5. Refrain completely from functioning as a school disciplinarian. The School Resource Officer is not to be involved in the direct enforcement of disciplinary infractions that do not constitute violations of the law.
6. Attend meetings of faculty and parent groups to solicit their support and understanding of the School Resource Officer Program, to offer advice, when requested, to these groups, and to promote awareness of the law enforcement functions both in and out of school.
7. Assist the school health services by becoming familiar with all community agencies which offer assistance to youth and their families such as mental health agencies, drug treatment centers, family counseling, etc., and when appropriate, make referrals in cooperation with school health service personnel.
8. Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near school property or involving students at school related activities.
9. Perform duties as determined by the principal other than those regularly assigned to school personnel such as lunchroom duty, hall monitor duty or exterior building security guard duty.

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10. Abide by school board policy, New York State Education Law, and all other New York State Law governing conduct of a police officer.
11. Take enforcement action as necessary and notify the principal of the school as soon as possible. Whenever practicable, advise the principal before requesting additional law enforcement assistance at the school and undertake all additional law enforcement responsibilities at the principal's direction.
12. Serve to assure peaceful operation of the school related programs by, whenever possible, participating in or attending school related functions whether on school property or elsewhere.
13. Serve to ensure successful operation of School Resource Program by completing and submitting any and all reports and forms required. The School Resource Officer should also assist program staff in the evaluation of the SRO Program.
14. Refer all inquiries concerning school activities or incidents to the school principal and adhere to the Auburn Police Department policy and procedure section regarding media relations and public information.
15. Maintain a professional demeanor at all times in the performance of his/her duty as a School Resource Officer.
16. Any other duties assigned to them by the Deputy/Chief of Police.